

RMS COPY

Records Mgmt 1-4-5

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SOME PRINCIPAL RECORDS MANAGEMENT ACTIVITIES FOR 0004-2

TITLE OF ASSIGNMENT

ASSIGNED TO

STATUS AND RESULTS

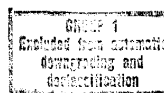
1. Vital Records

1. Reviewed and approved an addition to the Vital Records Deposit Schedule for War Plans Staff, RDP.
2. Reviewed and approved an Amendment to the Vital Records Schedule for Personnel Operations Division.
3. Reviewed and approved a revised Vital Records Schedule for FDD/DDI.
4. Assisted Office of Elint.DDSMT to develop operating procedures for their Vital Records Program.
5. Presented the Vital Records Workshop at the GSA Government-wide Records Management Seminar.

II. Records Disposition

1. Reviewed and approved revisions of the disposition instructions for 4 items in the Contact Division Schedule.
1. Approved an addition of one item in the Office of Security Records Control Schedule.
2. Approved a revision of the disposition instructions for 3 items in the OCR Records Control Schedule.
3. Received approval from AD/OCR for the use of microfilm copy of Contact/FDD and CS/DDP Intelligence Reports in lieu of keeping hard copy. This will permit destruction of approximately 500 cu. ft. of reports now in the Records Center.
4. Approved revision in disposition instructions for Admin. Staff, Office of Personnel.

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III. Filing Systems

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1. At the request of OCS, reviewed the present filing system in Graphics Registry and made a proposal for their consideration.

IV. Forms Management

1. Completed 7 new forms and revised 14 existing forms.
2. Designed a Simplified Activity Report and Continuation Sheet for Office of Logistics. These two forms will be used for recurring reports in lieu of individual memoranda previously required from all divisions in Office of Logistics.
3. Designed a Military Personnel Check Record form for Office of Personnel to use [redacted] for checking military records. This form replaces "bootleg" forms previously required for each branch of the service.
4. Combined 2 Investigation or Name Check Report forms. The two previous forms had been required by Office of Security and CI/OA; they will now use the same one. This provides an annual savings of \$422. in printing costs and eliminates the filing of 40,000 sheets of paper.
5. Designed a new form for FBID which eliminates the typing of 1200 work sheets. New form can be completed manually or by typewriter.
6. Revised 3 Teletype forms for Contact Division.
7. Working with FI Staff in designing 3 new TDCS reports. The new forms will eliminate 5 forms now required and bring about savings of \$459. in printing and savings in storage, shipping and using costs.
1. Completed 10 new forms and revised 2 existing forms.
2. Designed a new form for OSA/DDSMF.

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25X1 IV. Forms Management
(continued)

3. In collaboration with representatives of the DIA and SP/INT/DDI, designed a new form to be used as part of a program requested by the DCI and the Secretary of Defense to evaluate COMINT activities. This form will be distributed to USIB Agencies here and overseas. It is designed to be a "feeder" form for punched card operations and the Computer Program of the National Security Agency.
4. Completed 2 forms for CE/EE Div, DDP to be used as "feeder" forms to Computer operations.
5. Developed a new form for Office of Personnel to be used for field recruiters in their effort to get potential RID Analysts to serve a 2 year tour of duty before transfer to other positions.
6. Designed a new form for use at [] to be used in accounting for food.
7. Revised a Work Record form for CI Staff.
8. Revised a Form Letter for Office of Comptroller to include a new Postal Code and additional items.
9. Prepared 2 new Transcript forms for CGS, Office of DDI.
1. Awaiting return of Record Control Schedules.
1. Awaiting response from Regulations Control on the completed Correspondence Handbook submitted on 12 August 1963.
1. Interviews held with [] DDP; [] DDP to get their requirements for preparation of Handbook.

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- 25X1 V. Records Management
Survey (DDMT)
- VI. Correspondence
Manual
- VII. Mail Management

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VIII. Filing Equipment and Supplies

Approved a requisition for special type Plan Files equipment for NPIC. Estimated cost \$3,140.

2. Approved a requisition for special Sorter for OHR.
3. Approved a requisition for FRID for 42 special sized Shelf File Units, costing approximately \$500.
4. Collaborated with [] O/L ^{to} streamline procedures relative to utilization of surplus filing equipment.

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IX. Survey of Forms & Relative Procedures, Medical Staff

1. At the request of [] Executive Officer, began Survey of all forms used in the Agency Medical Program on 23 September. This survey will include study of related procedures.

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X. Operation of Archives & Records Center

1. Received 755 cubic feet of records and disposed of by transfer and destruction 624 cu. ft; a net gain of 131 cu. ft.
2. Two Special Deliveries of Reference items were made to Headquarters offices after work hours.
3. Fourteen representatives from 6 different Headquarters offices visited the Center in conjunction with matters pertaining to inactive or vital records.
4. [] completed his "on-the-job" training at Headquarters and [] began his special training on 19 September.

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XI. Miscellaneous

1. Special TRK Clearances obtained for 5 members of our Staff which will assist in expediting requirements placed on us by some operating offices.
2. Two members of this Staff and 4 employees of the Records Center attended the monthly meeting of the Interagency Records Administration Conference.

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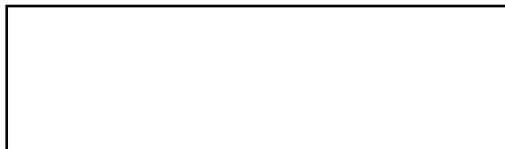
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XI. Miscellaneous (continued)

3. [] has been called for Jury Duty in the District Court for the month of October.
4. [] received a Special Commendation from Mr. Huntington D. Sheldon, Assistant Deputy Director, Intelligence, for the work that he did in conjunction with a sensitive project.

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Chief, Records Administration Staff

11 Oct 1963 -
Date

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Distribution:

Orig. to []
1 - RMS (for review)
1 - [] (Rec'd)

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	<input checked="" type="checkbox"/>	CONFIDENTIAL	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	<div style="border: 1px solid black; width: 150px; height: 15px;"></div>		
2	7D-24, Headquarters		
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE	<input checked="" type="checkbox"/>	INFORMATION	SIGNATURE
Remarks:			
<p>Bob:</p> <p>Here is our September Report of Activities.</p> <p>Should I continue preparing these after</p> <p>1 November?</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
<div style="border: 1px solid black; width: 150px; height: 15px;"></div> Records Admin Staf'			
UNCLASSIFIED	<input checked="" type="checkbox"/>	CONFIDENTIAL	SECRET

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FORMS ACTIVITIES September 1963

	NEW	REVISED	TOTAL
DD/I	4 - 22,300	3 - 27,600	7 - 49,900
DD/P	3 - 25,000	4 - 1,778,200	7 - 1,803,200
DD/S	9 - 276,800	5 - 6,700	14 - 283,500
DCI	- - - - -	4 - 261,000	4 - 261,000
DD/S&T	<u>1 - 180</u>	<u>- - - - -</u>	<u>1 - 180</u>
TOTAL	*17 - 324,280	16 - 2,073,500	33 - 2,397,780

* INCLUDES 1 OGA Form

OBSOLETE; 4 forms (693a, 1482, 1828, 1905)

AGENCY FORMS	1885
OGA Forms	<u>194</u>
TOTAL ACTIVE	2079

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